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September 20,

POSITION PROFILE Valles Caldera Trust Executive Director

ORGANIZATIONAL BACKGROUND

On July 25, 2000, the American people purchased approximately 89,000 acres of the Baca Ranch in northern New Mexico. The Valles Caldera Preservation Act designated these spectacular lands as the Valles Caldera National Preserve, a unit of the National Forest System.

The Valles Caldera Trust, a wholly owned government corporation created by the Act manages the Preserve, and a nine-member Board of Trustees governs the Trust. The President of the United States, in consultation with the New Mexico Congressional Delegation, appoints seven trustees. Two others, the Supervisor of the Santa Fe National Forest and the Superintendent of Bandelier National Monument, serve *ex officio*. The Presidential appointees represent the following areas of expertise:

Livestock management
Game and nongame wildlife and fish populations
Sustainable forestry
Nonprofit conservation organizations
Financial management
Cultural and natural history of the region
State or local government in New Mexico.

VALLES CALDERA MISSION AND GOALS

The purposes of the Trust are to:

- Provide management and administrative services for the Preserve.
- Establish and implement management policies which will best achieve the purposes and requirements of the Act.
- Receive and collect funds from private and public sources and to make dispositions in support of the management and administration of the Preserve.
- Cooperate with federal, state, and local governmental units, and with Native American Pueblos, to further the purposes for which the Preserve was established.

The Act established the Preserve to: "...protect and preserve the scientific, scenic, geologic, watershed, fish, wildlife, historic, cultural, and recreational values of the Preserve, and to provide for multiple use and sustained yield of renewable resources within the Preserve," while operating as a working ranch.

Board — Current members of the Board of Trustees include:

Tracy Hephner, Wagon Mound, NM, Chair
Barbara Johnson, Santa Fe, NM, Vice Chair
Larry Icerman, Santa Fe, NM, Secretary
John Caid, White Mountain, AZ
Jim Gosz, Albuquerque, NM
Ray Loretto, Jemez Pueblo, NM
Gilbert Zepeda, Supervisor, Santa Fe National Forest
Darlene Koontz, Superintendent, Bandelier National Monument

THE POSITION

Role & Responsibility

The Executive Director (ED) will have the responsibility to carry out the vision and mission of the Trust and to effectively implement the Trust's goals and objectives. Characteristics of a strong ED candidate include a strong presence and effective advocacy background, successful fund raising experience, excellent presentation skills, deep knowledge of land conservation and management issues, familiarity with the culture and history of New Mexico and the Southwestern U.S., and operational experience in entrepreneurial organizations and building organizational capacity and infrastructure. The individual will have extensive familiarity with the policies and issues facing public lands in the American Southwest. The ED will supervise a staff of 22 full-time employees and will represent the Trust when significant decisions are made regarding local and national policies and funding potentially affecting the Preserve.

Ideal Professional Experience

- **Leadership Experience:** Prior experience as an association executive, business person, land manager, or land trust administrator, with a **proven track record of success** which includes the following:
 - Experience in developing a vision and goals for an organization, while communicating that vision through positive leadership;
 - Demonstrated ability to incorporate input from diverse viewpoints in forming independent judgment to make timely decisions on complex issues; and
 - Experience in providing leadership, mentoring and development to/of a small, talented professional staff.
- Demonstrated **operational and financial** acumen, including a willingness to participate actively in organizational tasks, delegating when appropriate.
- Prior experience and successful track record in working with not-for-profit and/or association **boards of directors**.
- A successful history of **advocacy and outreach**, effectively interfacing with a **diverse constituency**, including but not limited to, local and federal government officials, Native American Pueblo leaders, and not-for-profit organizations.

- Familiarity with reporting requirements of federally funded organizations; experience with annual/quarterly report preparation for governing boards and relevant oversight bodies.
- Demonstrated knowledge of **natural resources management** and an ability to adapt general principles to the distinctive resources of the Preserve.
- Demonstrated experience in leading **business and strategic planning** and implementation processes.
- Experience in **programmatic budgeting and financial management**.
- Experience in a rapid-growth, fast-paced, **early-stage environment**, requiring significant capacity building and program oversight.
- Experience in **raising funds** through charitable contributions and grants.
- **External Relations** experience, including the following:
 - Demonstrated knowledge of, and ability to, build long-term relationships with a variety of constituencies, including special interest and support groups, federal and state officials, media representatives, and the general public;
 - Demonstrated sensitivity to the larger political, economic, and social environment within which the Trust operates; and
 - Experience in Congressional relations and in working with other federal and state government institutions.

Ideal Personal Characteristics

The ideal candidate will have the following critical characteristics and behaviors:

- A **strong advocate and believer in effective land and livestock management policies and renewable resource issues**, who can expand the visibility and prestige of the Preserve.
- A **committed and dynamic leader**, capable of independent thinking and fact-based decision making, who can be both coach and mentor to the management team. An active and involved Executive Director with an entrepreneurial spirit who seeks to make a difference by bringing additional experience and insight to the Preserve, and has a core commitment to its mission of service.
- Proven **strategic, fund raising, and general management skills**, bringing seasoned business judgment honed with a breadth of experiences; demonstrated business acumen and an ability to assimilate new ideas quickly.
- **High energy**, with the flexibility and tolerance for ambiguity to deal effectively and decisively with the challenges of a dynamic emerging organization. Creative, resourceful, and results oriented.
- Superb **written and verbal communication and interpersonal skills**, with the ability to serve effectively across a variety of constituents, including state, local and federal officials, current and potential partners, regulatory agencies, the professional staff, and Native American Pueblos.
- An impeccable reputation for **honesty, integrity, and professionalism**.
- **Intelligent, critical thinker** with excellent problem-solving abilities and the capacity to work effectively across a range of personalities and issues.
- A friendly, **consensus building disposition** who serves as ‘player-coach’ to a committed staff, with a passion for the mission and goals of the Trust.
- A powerful **spokesperson** and advocate for the Preserve.

The Valles Caldera Trust is an Equal Opportunity Employer. Diversity candidates are encouraged to apply for consideration.

CONTACT INFORMATION

Send Cover Letter and Resume by November 15, 2005 to:

Valles Caldera Trust
Attn: ED Search
2201 Trinity Ave., Suite C
Los Alamos, NM 87544

If you have further questions, please do NOT call the Trust offices.
Contact Barbara Johnson, 505-474-6689, or lunah3@comcast.net

All correspondence will remain confidential.